

Separated Employee Checklist

Department of Human Resources (DOHR) – Records Management Division

Organize separated employee file in the below order and place a check mark beside each item that is contained in the folder. Sign, date and file this form in the front of separated employee folder before sending to DOHR.

NAME _____ SS# _____

DEPARTMENT _____ EMPLOYEE ID# _____

Separation Notice	AGENCY SPECIFIC DOCUMENTS INCLUDED IN SEPARATED EMPLOYEE FILE LISTED BELOW.
Letter of Dismissal or Resignation	
Leave Balance Record & Payable Time Detail (leave for separation and C-7's)	
All 201s/DIRs/JCRs (in chronological order) and supporting documents, including: <ul style="list-style-type: none">• Board of Claims leave form, accident report (omit medical documents.)• Special leave, maternity, military, FMLA, LWOP (omit medical documents)• Disciplinary actions-suspension letters or written warnings	
Application/Resume (each job held prior to NeoGov)	
Proof of Education/Training Records and Certificates (GED, diploma, transcript/training summary)	
Military Record (DD-214, disability letter)	
Employment Policies both State and Agency (Written policy and signature page)	
Charity Fund Card (most recent year only)	
Life Insurance Beneficiary Form	
Change of Beneficiary Form (of any kind)	
Retirement Form (enrollment)	
Old Cardex File Cards	
FILE CHECKED BY _____ DATE _____	
DOHR USE ONLY: AUDITED BY: _____ DATE _____	